CENTER FOR VETERANS ENTERPRISE

CHAMPIONS OF VETERANS ENTERPRISE

Annual Awards Program "Guidelines"

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Office of Veteran Business Development

VETS

Association of Small Business Development Centers

SCORE

The Veterans Corporation

IFA

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Department of Veterans Affairs
Champions of Veterans Enterprise – Annual Awards Program

1. Purpose

The Champions of Veterans Enterprise Awards Program was created to honor those individuals and organizations that put veterans and service-disabled veterans first. Our Enterprising Veteran Award is our most prestigious honor. This award recognizes veterans whose quality performance provides advocates with specific success stories-a critical tool in promoting the program nationwide.

Awards are also presented in five leadership categories: Federal Champions, Corporate Champions, Support Sector Champions and Individual Champions. Winners are recognized in an annual ceremony. Awards are presented to high performance individuals, contracting activities, contractors, and support sector organizations that have demonstrated extraordinary leadership.

The U.S. Department of Veterans Affairs' Center for Veterans Enterprise (CVE) hosts the annual awards program on or near the 14th of June each year in Washington, D.C. The CVE Awards Program has been recognizing significant contributions by organizations and individuals who are dedicated to expanding business opportunities for veterans and service-connected disabled veterans since 2001.

These Awards create several benefits to the recipients and to the Federal small business program offices. Recipients can use the awards as promotional opportunities. The participating organizations can use the CVE Awards Program to create awareness of their Veteran-Owned Small Business contracting programs and leverage other activities they are planning afterwards.

2. Dissemination of General Award Information

The Director of the Center for Veterans Enterprise will call for nominations for all award categories. The announcement will go out to the following entities:

• Veteran Business Owners	• Federal Prime Contractors
• VA Senior Management	• Government Advocates
• Federal Agency Heads	• State Directors
• VA Acquisition	• Veterans Service Organizations
• Small Business Development Centers	• Procurement Technical Assistance Centers
• OSDBU Directors	

To ensure ongoing visibility and support, awards program information will be available on our Web Portal, www.vetbiz.gov. Printed informational literature will be distributed at nationwide conferences and trade shows.

3. Nomination Process

The nomination process requires review and approval by the Director for the Center for Veterans Enterprise. Nominations may be submitted by anyone with valid information pertaining to the various categories. Nominations must be submitted using the attached Champions of Veterans Enterprise Award guidelines and form. All forms are posted on www.vetbiz.gov and should be submitted electronically. Questions regarding the nomination process should be directed to Ms. Nolita Pollard at (202) 303-3300 or via e-mail to Nolita.Pollard@va.gov.

4. Areas of Consideration

Awards are presented in the following leadership categories:

- Enterprising Veteran Award
- Individual Champion Award
- Corporate Champion Award
- Federal Champion Award
- Support Sector Champion Award

5. Evaluation Criteria

To be considered for an Enterprising Veteran Award or Champion Award the nominees must meet the basic criteria as outlined below.

Enterprising Veteran Award

Exemplary entrepreneurial leadership as evidenced by concrete and specific actions which showcase the theme "Veterans in Business – Still Serving America"

Nominee must provide and document the following:

- Success Story
- Number of years in business
- Business growth (such as: addition of operating locations, growth in square footage occupied, increased revenues etc.)
- Success in supporting the customer's mission

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Individual Champion

Exemplary program leadership as evidenced by concrete and specific actions in support of the program or individual business. Nominees must represent active support of Veterans in Business. Nominations must document one or more of the following:

- Active support for legislative or regulatory action designed to help veteran-owned small businesses;
- Evidence of increased business opportunities for veterans as a result of the nominee's actions;
- Advisory activities to improve awareness among veterans' groups of small business opportunities;
- Advocacy of special consideration for veteran-owned small businesses in government policymaking; corporate policymaking;
- Demonstrated accomplishment in obtaining support of veteran-owned small businesses;
- Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

Corporate Champion

This award honors contractors that have opened doors of opportunity for veterans in business through unique, innovative or comprehensive support. Nominees should excel in the following areas:

- Achievement of subcontracting goals with a minimum of one million dollars spent
- Exceptional Results or
- Special Achievements; and
- Overall Management

Corporate Achievement

This award honors the hard working personnel in subordinate contracting activities that have met or exceeded the 3% SDVOSB goal, even if the overall corporate goal was not achieved. Nominees should excel in the following areas:

- Achievement of subcontracting goals with a minimum of one million dollars spent
- Exceptional Results or
- Special Achievements; and
- Overall Management

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Federal Champion

This award honors government organizations that have opened doors of opportunity for veterans in business through unique, innovative or comprehensive support. Federal agencies will provide an updated strategic plan that demonstrates progress in significantly increasing their contracting and subcontracting with small businesses owned and controlled by service-disabled veterans. This award also acknowledges Federal agencies or sub-organizations/teams that have made substantial progress toward, or exceeded, the 3% SDVOSB prime contracting goal on the following levels:

- Agency-wide: This award is presented to each Federal agency that awarded one million dollars or more to SDVOSB and met or exceeded the 3% SDVOSB prime contracting goal.

Federal Achievement

- Contracting Office and Facility: This award is presented to individual contracting offices or facilities that have met or exceeded the 3% SDVOSB prime contracting goal, regardless of whether the goal was met by the Federal Agency overall. To be eligible for this award, the contracting office or facility will have spent a minimum of one million dollars with SDVOSBs, and exceeded the 3% SDVOSB contracting goal.

- Team Award: This achievement award is presented to agencies or offices that made significant use of the SDVOSB set-aside/sole source authority encouraged by President Bush in EO 13360. This can include large dollar volume contracts awarded as SDVOSB set-aside/sole source or total contract dollars awarded as a set-aside/sole source. Nominations for this award should include a short statement explaining how the use of SDVOSB set-aside/sole source has been a significant part of the agency's or organization's contract awards.

Support Sector Champions

This award honors support sector organizations that have opened doors of opportunity for veterans in business through unique, innovative or comprehensive support. Nominees demonstrate excellence in one or more of the following areas:

- Exemplary Service
- Active support for legislative or regulatory action designed to help veteran-owned small businesses;
- Evidence of increased business opportunities for veterans as a result of the nominee's actions;

- Advisory activities to improve awareness among veterans' groups of small business opportunities;
- Demonstrated accomplishment in obtaining support within the community for the establishment of veteran-owned small business;
- Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses;
- Evidence of training, mentoring and developing veteran entrepreneurs

6. Review Committee

Following receipt of the nomination packages, representatives of the Center for Veterans Enterprise and selected rotating committee members will meet to evaluate and rank the nomination packages. The six rotating committee members will be selected from the following key staff offices and stakeholder organizations:

- Department of Veterans Affairs' personnel
- Department of Defense personnel
- Task Force representatives
- Trade association representatives
- Corporate partners
- Support advocates

The Review Committee chairperson will be the Recognition Program Manager of the Center for Veterans Enterprise. All committee members will receive an advance copy of the nominations prior to the review meeting. Members will be asked to individually evaluate and score the nominations. Awardees will be determined by combining each nominee's scores assessed by each committee member. The Recognition Program Manager will forward a list of the recommended awardees to the Director of the Center for Veterans Enterprise, who will make the final selections.

7. Presentation of Awards

The Secretary for Veteran Affairs, or his designee, is invited to present the awards. Award recipients will be invited to the Champion of Veterans Enterprise Annual Awards ceremony, which will be on or near June 14 (Flag Day). **The Center for Veterans Enterprise will fund the travel for the Enterprising Veteran. The Center for Veterans Enterprise will also fund travel for Individual and Support Sectors awardees on a needs and funds availability basis.**

Department of Veterans Affairs

Champions of Veterans Enterprise – Annual Awards Program

Cover Sheet

Guidelines

Nominations for the Champions of Veterans Enterprise program must be prepared and submitted using the format below for an initiative that was accomplished within the **past fiscal year (Oct 1 – Sept 30)**. The nomination must be no longer than three pages including this cover sheet. Please use double spaced, 12-point Arial font.

Submit one electronic copy via email to the Recognition Program Manager, Nolita Pollard at Nolita.Pollard@VA.GOV NLT March 21st.

Nomination Information

NOMINATION TYPE:

_____ **Enterprising Veteran**
_____ **Individual**
_____ **Corporate Champion** _____ **Achievement**
_____ **Federal Champion** _____ **Achievement**
_____ **Support**

Full Contact information of person submitting information:

Full Name:
Title:
Email/Telephone Number:
Mailing Address:

Special Note/Comments:

Department of Veterans Affairs
Champions of Veterans Enterprise – Annual Awards Program
Enterprising Veteran Nomination

Exemplary entrepreneurial leadership as evidenced by concrete and specific actions which showcase the theme "Veterans in Business – Still Serving America". Applicants **must** be registered in the Vendor Information Pages.

Nominee must provide and document the following:

- Success Story
- Number of years in business
- Business growth, (such as: addition of operating location, growth in square footage occupied, increased revenues etc.)
- Success in supporting the customer's mission

Veteran Name/Title:	**Company Name:**
Company Address:	**Email/Telephone #:**
VOSB _____ or SDVOSB _____	**Number of years in business:_____**

Provide a narrative describing how the nominee satisfies the theme and criteria above.

(Continued)

Department of Veterans Affairs
Champions of Veterans Enterprise – Annual Awards Program
Individual Champion Nomination

Exemplary program leadership as evidenced by concrete and specific actions in support of the program or individual business in a unique contract requirement. Nominees must represent active support of Veterans in Business. Nominations must document one or more of the following criteria:

- Active support for legislative or regulatory action designed to help veteran-owned small businesses;
- Evidence of increased business opportunities for veterans as a result of the nominee's actions;
- Advisory activities to improve awareness among veterans' groups of small business opportunities;
- Advocacy of special consideration for veteran-owned small businesses in government policymaking; corporate policy making;
- Demonstrated accomplishment in obtaining support of veteran-owned small business;
- Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

Nominee Full Name:
Title:
Email/Telephone Number:
Mailing Address:

Provide a narrative describing how the nominee satisfies the criteria above.

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Department of Veterans Affairs
Champions of Veterans Enterprise – Annual Awards Program
Corporate Champion Nomination

This award honors contractors that have opened doors of opportunity for veterans in business through unique, innovative or comprehensive support. Nominees should excel in the following areas:

- Achievement of subcontracting goals with a minimum of one million dollars spent;
- Exceptional Results or
- Special Achievements; and
- Overall Management

Corporate Name:	
Nominee Full Name:	
Title:	
Email/Telephone Number:	
Mailing Address:	
SDVOSB$	**SDVOSB%**
VOSB$	**VOSB%**

Provide a narrative describing how the nominee satisfies the criteria above.

(Continued)

Department of Veterans Affairs
Champions of Veterans Enterprise – Annual Awards Program
Corporate Achievement Nomination

Corporate Achievement

This award honors the hard working personnel in subordinate contracting activities that have met or exceeded the 3% SDVOSB goal, even if the overall corporate goal was not achieved. Nominees should excel in the following areas:

- Achievement of subcontracting goals with a minimum of one million dollars spent
- Exceptional Results or
- Special Achievements; and
- Overall Management

Corporate Name: **Subordinate Contracting Activity:**	
Nominee Full Name:	
Title:	
Email/Telephone Number:	
Mailing Address:	
SDVOSB$	**SDVOSB%**
VOSB$	**VOSB%**

Provide a narrative describing how the nominee satisfies the criteria above.

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Department of Veterans Affairs
Champions of Veterans Enterprise – Annual Awards Program
Federal Champion Nomination

Federal Champions

This award honors government organizations that have opened doors of opportunity for veterans in business through unique, innovative or comprehensive support. Federal agencies will provide an updated strategic plan that demonstrates progress in significantly increasing their contracting and subcontracting with small businesses owned and controlled by service-disabled veterans. This award also acknowledges Federal agencies or sub-organizations/teams that have made substantial progress toward, or exceeded, the 3% SDVOSB prime contracting goal on the following levels:

- Agency-wide: This award is presented to each Federal agency that awarded one million dollars or more to SDVOSBs and met or exceeded the 3% SDVOSB prime contracting goal.

Agency:	Person Receiving Award on behalf of the Agency/Title:
Email/Telephone:	Mailing Address:
SDVOSB%:	SDVOSB$:

Federal Achievements

- Contracting Office and Facility: This award is presented to individual contracting offices or facilities that have met or exceeded the 3% SDVOSB prime contracting goal, regardless of whether the goal was met by the Federal Agency overall. To be eligible for this award, the contracting office or facility will have spent a minimum of one million dollars with SDVOSBs and exceeded the3% SDVOSB contracting goal.

Contracting Office or Facility:	Person Receiving Award on behalf of the Agency/Title:
Email/Telephone:	Mailing Address:
SDVOSB%:	SDVOSB$:

- Team Award: This achievement award is presented to agencies or offices that made significant use of the SDVOSB set-aside/sole source authority encouraged by President Bush in EO 13360. This can include large dollar volume contracts awarded as SDVOSB set-aside/sole source or total contract dollars awarded as a set-aside/sole source. Nominations for this award should include a short statement explaining how the use of SDVOSB set-aside/sole source has been a significant part of the agency or office contract awards.

Provide a narrative describing how the nominee satisfies the criteria above.

Department of Veterans Affairs
Champion of Veterans Enterprise – Annual Awards Program
Support Sector Champion Nomination

This award honors support sectors that have opened doors of opportunity for veterans in business through unique, innovative or comprehensive support. Nominees must demonstrate excellence in one or more of the following areas:

- Exemplary service;
- Active support for legislative or regulatory action designed to help veteran-owned small businesses;
- Evidence of increased business opportunities for veterans as a result of the nominee's actions;
- Advisory activities to improve awareness among veterans' groups of small business opportunities;
- Demonstrated accomplishment in obtaining support within the community for the establishment of veteran-owned small business;
- Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses; or
- Evidence of training, mentoring and developing veterans.

Provide a narrative describing how the nominee satisfies the criteria above.

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